8 July 1985

MEMORANDUM FOR: Members of the Office of Training and
Education Curriculum Committee

FROM: STAT

Chief, Topical Issues Branch

SUBJECT: Curriculum Committee New Course Checklist

1. As part of the DS&T Training Program, the Topical Issues Branch (TIB) is planning to conduct a five day course entitled "Writing in the DS&T" in the Chamber of Commerce Building during the period 26 – 30 August 1985. The objective of this course is to provide DS&T professionals with the skills necessary to produce a finished written product on a technical subject. This is one of the highest priority courses identified during our DS&T needs assessment which was approved by the DS&T and the Office of Training and Education (OTE).

2. The specific content of the course was identified and validated through our needs assessment of the DS&T using a questionnaire and follow-up interviews with experts from various offices. The course was designed in close coordination with writing experts in the Intelligence Training and Management and Administrative Training Divisions of OTE. Although the course is designed for DS&T professional level employees, other directorates may send students on a space-available basis. The maximum size of the class is 15.

3. A variety of instructional methods are planned for this course to include lecture, group discussion, individual and team exercises. Students will also be provided a handbook and a checklist for writing in the DS&T.

4. The course will be conducted by contract personnel with instructional support from TIB staff and substantive expertise from both OTE and the DS&T. Total cost of the course, which will initially be funded by the DS&T is projected at $10,000 for FY-85 and $35,000 for FY-86. The bulk of this cost is for consultant fees, although about $1,000 will be required for supplies (binders). Each running of the course will require an estimated eight man-days of OTE staff time and about two man-days of training assistant time
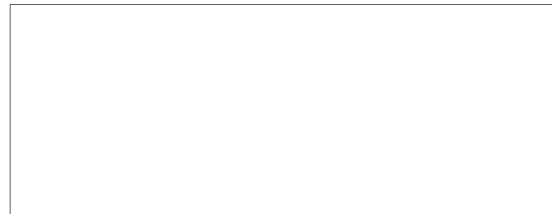
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5.   The DS&T has expressed strong interest in this course both in our needs assessment and in a recent count of students who would attend the course. The projected demand as revealed in the recently completed DS&T FY-86 training program call is for eight runnings. We may only be able to provide five runnings in FY-86 because of room availability. At this time little marketing is required.

6.   We have researched ways to evaluate this course in terms of student behavior on the job. Evaluation of the course content and student performance will be at three levels: the students' supervisor, the instructor, and the student. Supervisors will be asked before the course starts to review and approve the course objective and performance criteria, and to review their employee's performance before taking the course using specific criteria. Supervisors will be asked to do this evaluation again using the same criteria six months after their employee has completed the course. The instructor will compare these two evaluations to determine if the classroom skills have been successfully transferred to the job. Students, again using the same criteria, will indicate at the conclusion of the course the impact training has had on their writing skills. This process will be augmented by selected follow-up interviews with students and supervisors after the students have returned to the job. The specific details of this evaluation process will be presented for discussion at the Curriculum Committee review session.

STAT

WRITING IN THE DS&T

26 - 30 August 1985

Room 906
Chamber of Commerce Building

Office of Training and Education

Science and Technology Section

Topical Issues Branch

Intelligence Training Division

Staff

Course Director   STAT

Course Coordinator   STAT

Training Assistant

WRITING IN THE DS&T

An ability to write clear, concise technical prose affects your success as a professional in the DS&T. This connection was consistently expressed throughout a DS&T-wide assessment of training needs. This course is designed to provide you with the skills to produce a finished written product on a technical subject for your managers and consumers. The program was designed by ⬚ Documentation Manager of the   STAT Software Engineering Institute at Carnegie-Mellon University. In preparing this program, ⬚ interviewed experienced   STAT writers from various DS&T offices in order to identify the kinds of demands faced by DS&T writers and to incorporate these topics into the program.

WRITING IN THE DS&T

Monday, 26 August 1985

0830 - 0930	* Communication Theory
0945 - 1045	* Spoken Language Versus Written Language
1100 - 1200	* Modes of Writing
1300 - 1430	* Referential Writing
1445 - 1615	* The Documentation Process

Tuesday, 27 August 1985

0830 - 0930	* Audience Types
0945 - 1045	* Strategies for Audience Analysis
1100 - 1200	* Application: Creating an Audience Profile
1300 - 1400	* Rhetorical Purpose

        * Motives

        * Goals

        * Planning

1415 - 1515	* Problem Statements
1530 - 1630	* Application:

Defining Purpose for Different DS&T Documents

Wednesday, 28 August 1985

0830 - 0930   * Report Design

                        * Multiple Component Design

                        * Two Component Desgin

0945 - 1045   * Orders of Presentation

                        * Natural

                        * Logical

                        * Psychological

1100 - 1200   * Text Generation

1300 - 1615   * Application: Designing a Statement of Work

Thursday, 29 August 1985

0830 - 1045   * Discourse Structures

1100 - 1200   * Paragraph Structures

                        * Topic/comment

1300 - 1400   * Paragraph Structures Continued

                        * Coordination

                        * Subordination

1415 - 1615   * Application: Writing Effective Summaries

Friday, 30 August 1985

0830 - 1200   * Sentence Structure

                        * Semantic grammar

                        * Old/New information

                        * Light/Heavy construction

1300 - 1400   * Editing

1415 - 1630   * Review and Application